

Records Retention Schedule

GEORGIA DEPARTMENT OF HUMAN RESOURCES

Division/Office: Office of Technology & Support
Section/Unit: Specialized Services Section
Policy Administration/Records Management Unit
Schedule Use: Department-Wide
Schedule No.: 73-500 **Admin. Chg. Date:** 10-15-97

Record Series Title: MANAGEMENT ADMINISTRATIVE FILES

Description: Documents relating to the over-all or general routine administration of manpower administration, non-professional training or safety activities.

Included are: but are not limited to: routine comments on directives, policies, or other publications prepared by other agencies with primary responsibility (if comments result in additional action affecting the mission or function of the organization, documents should be filed with the appropriate mission function file); evaluations of suggestions that do not result in issuing an instruction or establishing a project; program and budget documents; management improvement reports; cost reduction reports; and comparable management reports prepared to submit data to activities responsible for these management functions.

File Arrangement: Alphabetically by subject; thereunder, by date.

Retention/Disposition Instructions:

Cut off file at end of each calendar year; hold in current files area 3 years; then transfer to State Archives.

Confidential: No-Open Record

Supersedes: 73-500 (approved 9-12-73)

M97-253

(73-500.OSS)

970922-03

RECORDS RETENTION SCHEDULE NOTIFICATION (ADMINISTRATIVE CHANGE OR DELETION)

TO: DEPARTMENT OF ARCHIVES AND HISTORY - SCHEDULING
AND
FOLLOWING DHR RECORDS COORDINATORS AND ALTERNATES

M 97-253

RECORDS COORDINATOR	RECORDS ALTERNATE	DIVISION OR OFFICE

☐ ALL DHR DIVISION / OFFICE RECORDS COORDINATORS AND ALTERNATES

FROM DHR POLICY ADMINISTRATION/RECORDS MANAGEMENT UNIT

SCHEDULE NO. SEE BELOW *	NOTIFICATION DATE
-----------------------------	-------------------

SERIES TITLE
VARIOUS - SEE SAMPLE SCHEDULES ATTACHED.

APPROVED DATE	ADMINISTRATIVE CHANGE DATE (IF APPLICABLE)
---------------	--

☒ ADMINISTRATIVE CHANGE-SEE ATTACHED COPY (COPIES) OF CHANGED SCHEDULES. AREAS OF CHANGE ARE HIGHLIGHTED ON ATTACHMENT(S).

☐ IGNORE ANY OTHER SCHEDULES THAT MAY BE SHOWN ON THE ABOVE ATTACHMENTS.

☐ SCHEDULE DELETION

☐ SEE ATTACHED COPY OF "RECORDS MANAGEMENT SERVICES REQUEST"

OR

☐ SEE DELETION EXPLANATION BELOW:

3WC *12/2/97* *12/2/97* *12/2/97*
~~00-005, 00-002, 00-003, 00-034, 00-080, 70-110, 73-499, 73-500, 73-501, 75-115, 78-016, 78-0299-A, 78-301~~
 78-302, 78-303, 82-378, 84-095, 84-099, 89-060, 89-061, 94-0022 AND 94-0023.

DHR RECORDS MANAGEMENT OFFICER APPROVAL	<i>Ronald Poy</i>	DATE: 9-10-97
DEPT. OF ARCHIVES AND HISTORY APPROVAL	<i>John E. ...</i>	DATE: 12-2-97